

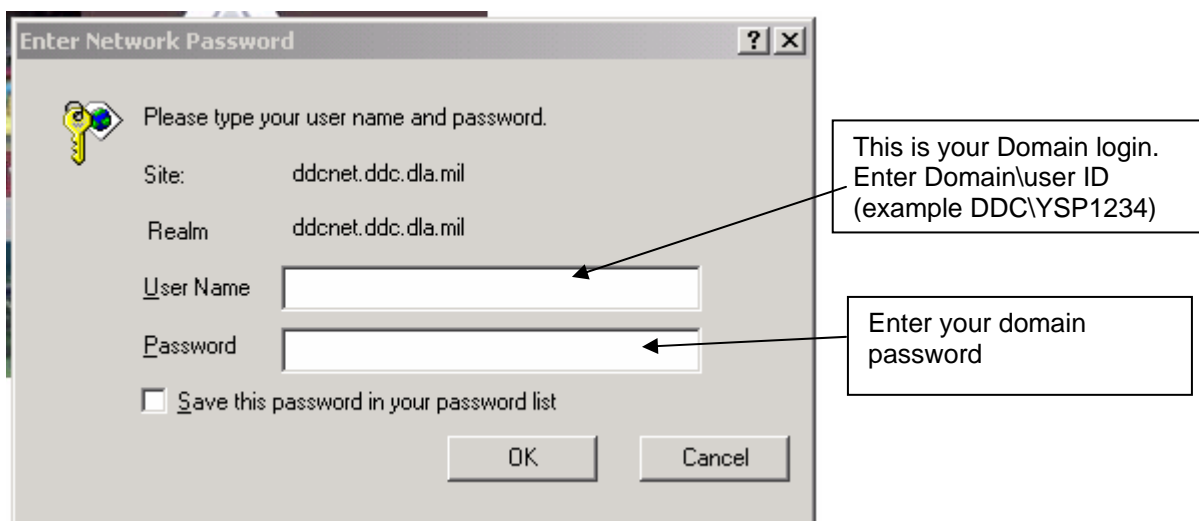
**DDDC  
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DSS Work Counts Accountability Reporting System  
Site User Manual**

This system reports on daily employee/warehouse work area CCP Receipt, Material Receipt, Pick, Pack, and Stow workload. This web-based system can be accessed at the following URL:

<https://ddcnet.ddc.dla.mil/workcounts>

In order to use this system you must be a member of either the DDC or USE5 Domain and you must have a system user account.

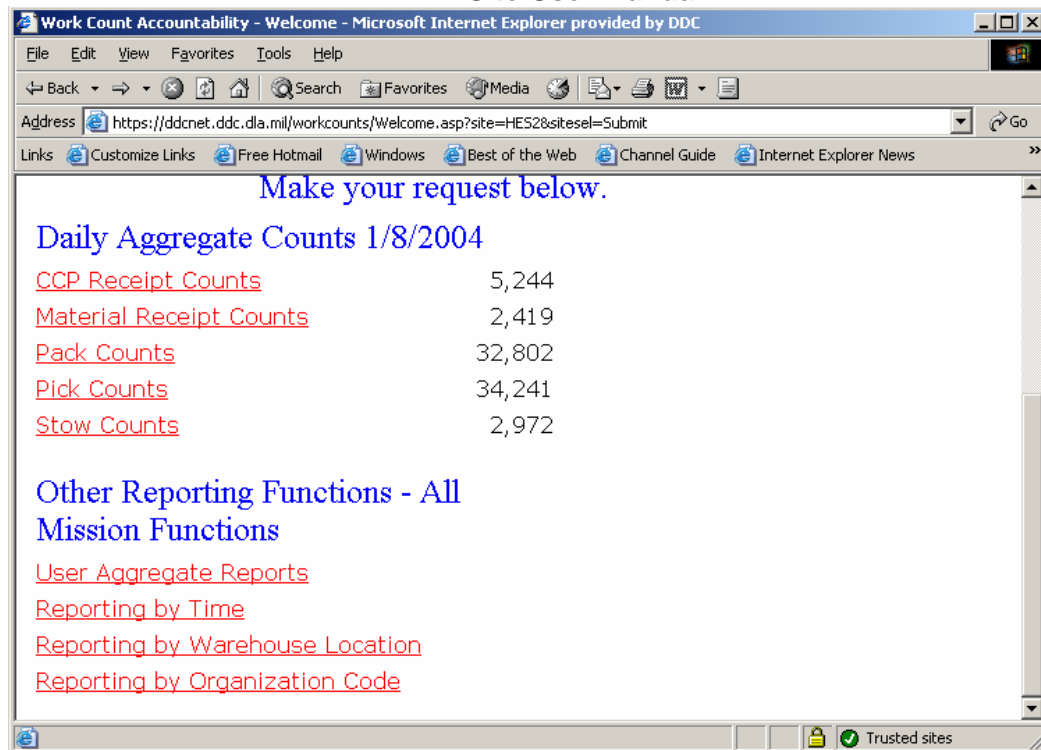
When you connect to the URL above, you will be prompted to log in – see Figure 1



**Figure 1: Login screen**

Upon successful login, you will see the main summary screen. This screen displays the latest aggregate counts for all workload areas – see Figure 2 on next page below.

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DSS Work Counts Accountability Reporting System  
Site User Manual**



**Figure 2: Main Screen**

Listed on the main screen are Daily Aggregate counts for each mission function and other report options:

- User Aggregate Reports
- Time Reports
- Warehouse Location Reports
- Organization Code Reports – **this option is not functional in this release of the application.**

**Daily Aggregate Count Reports**

Clicking on any of the workload links – CCP Receipt Counts, Material Receipt Counts, Pack Counts, Pick Counts, or Stow Counts – will display more reporting options for that workload function – Figure 3 shows the option screen for Pack Counts.

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DSS Work Counts Accountability Reporting System  
Site User Manual**



Work Count Accountability - PCH Report Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS Feeds

Address <https://webdev/workcounts/rpPCH.asp> Go

Links Customize Links Free Hotmail Windows Media Windows

  **Work Count Accountability Reporting**

[Return to main page](#)  
[Administration Menu](#)

**Pack Report Criteria Selection**

**Select Location**  
Leave blank to select all locations

For a more detailed location search, enter the warehouse location here

**Select Employee**  
Leave blank to select all employees

Instead of selecting from the list, you can enter the user id here

You can enter date criteria to search records for a range of dates. If you leave the date fields blank, the resulting report will display most current data.

Start Date  End Date

Done Local intranet

**Figure 3: Pack Reporting Options**

**Select Location** – Select All Locations by leaving the input box blank and selecting All Locations in the drop-down box (default). You may enter from 1 – 16 characters in the location selection box to search on a building, section, aisle, row or finite location.

**Select Employee** – Like the Location selection, select All Employees by leaving the input box blank and selecting All Employees in the drop-down box (default)

**Reporting Dates** – Leaving both input boxes blank will display the most current detail report; entering a start and end date displays details for that date range

### **User Aggregate Reports**

This report displays employee work aggregate counts for each workload function in the specified timeframe. Figure 4 shows the Criteria selection screen and Figure 5 shows the results.

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DSS Work Counts Accountability Reporting System  
Site User Manual**

The screenshot displays a web browser window titled "Work Count Accountability - PCH Report Menu - Microsoft Internet Explorer". The address bar shows the URL "https://webdev/workcounts/rptUserAg.asp". The page content includes a header with two logos (a triangle and a circular seal) and the text "Work Count Accountability Reporting". Below this, there are two links: "Return to main page" and "Administration Menu". The main section is titled "Employee Aggregation Selection" and contains a form for entering search criteria. The form includes a text input field for "Enter Employee ID", a paragraph of instructions: "You can enter date criteria to search records for a range of dates. If you leave the date fields blank, the resulting report will display most current data.", and two date input fields labeled "Start Date" and "End Date". At the bottom of the form are "Submit" and "Reset" buttons. The browser's status bar at the bottom indicates "Local intranet".

Work Count Accountability Reporting

[Return to main page](#)  
[Administration Menu](#)

Employee Aggregation Selection

Enter Employee ID

You can enter date criteria to search records for a range of dates. If you leave the date fields blank, the resulting report will display most current data.

Start Date  End Date

**Figure 4: User Aggregate Report Criteria Entry**

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Site User Manual

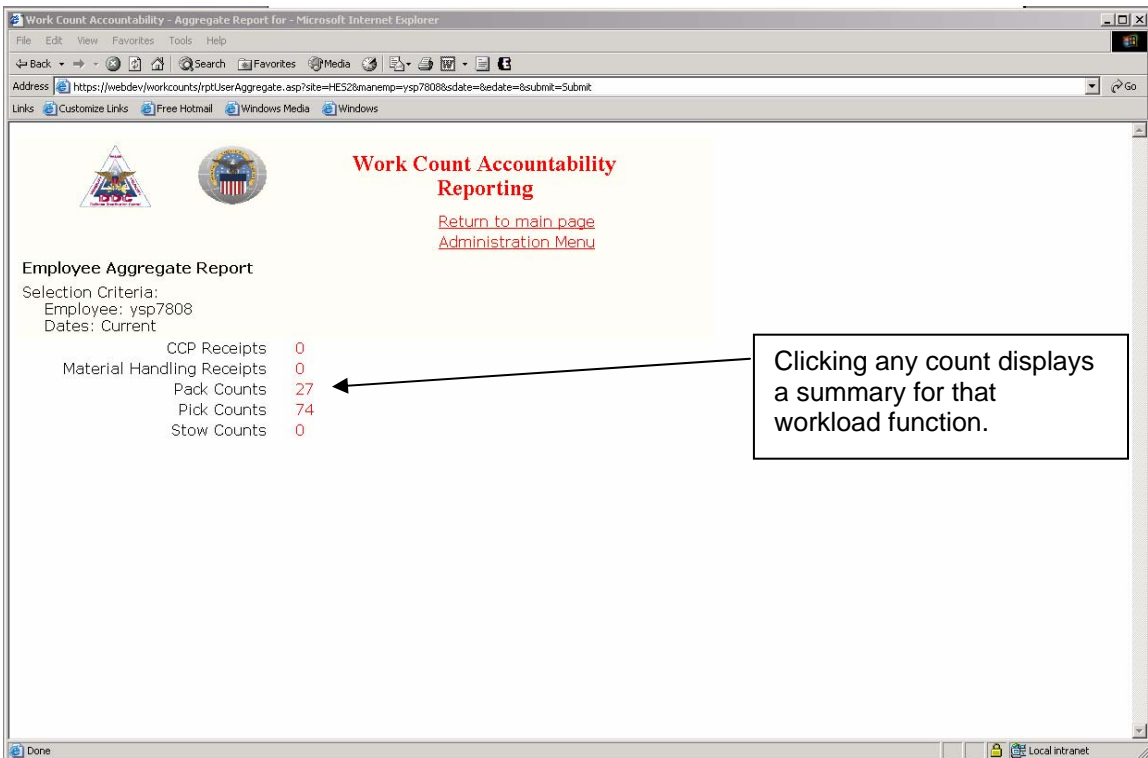
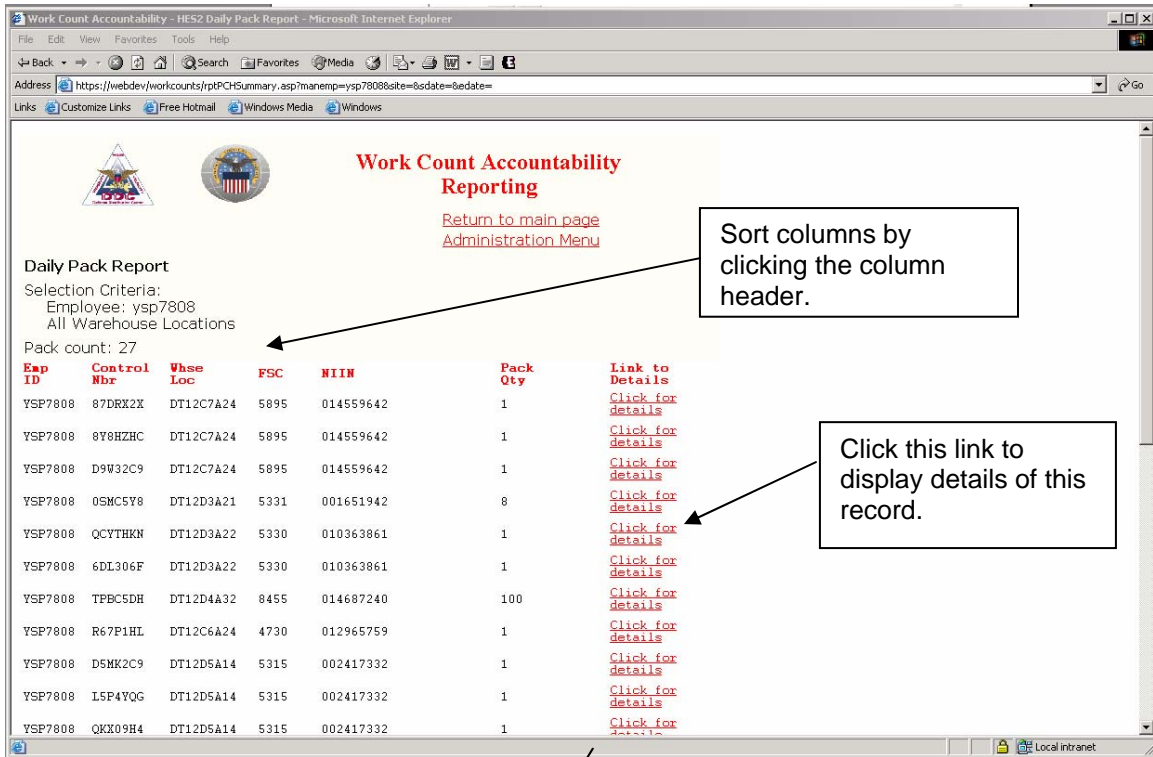


Figure 5: User Aggregate Report

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**Figure 6: Summary Report**

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Site User Manual

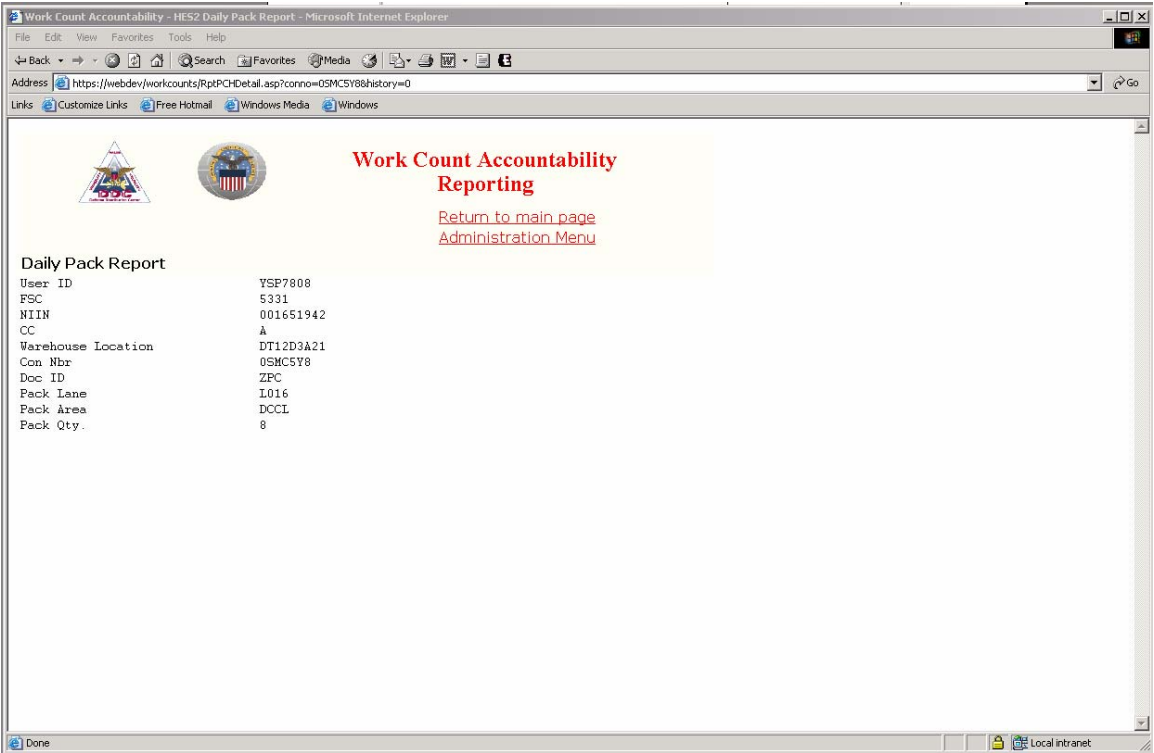


Figure 7: Pack Record details

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Site User Manual**

**Reporting by Time**



Time reports display an hourly breakdown of the latest data for either a warehouse location or for an employee in a particular warehouse location. Figure 8 shows the criteria selection screen.

Work Count Accountability - Time Report Criteria - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://webdev/workcounts/rptTime.asp> Go

Links [Customize Links](#) [Free Hotmail](#) [Windows Media](#) [Windows](#)

  **Work Count Accountability Reporting**

[Return to main page](#)  
[Administration Menu](#)

**Time Report Criteria Selection**

Enter a warehouse location or enter the first characters of a warehouse location to view a group of locations

Enter an employee ID. You must enter the complete employee ID or the report will return no records.  
*When the employee database is complete, you will be able to select from a list of employees.*

**Figure 8: Time Reporting Criteria Entry**



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DSS Work Counts Accountability Reporting System  
Site User Manual**

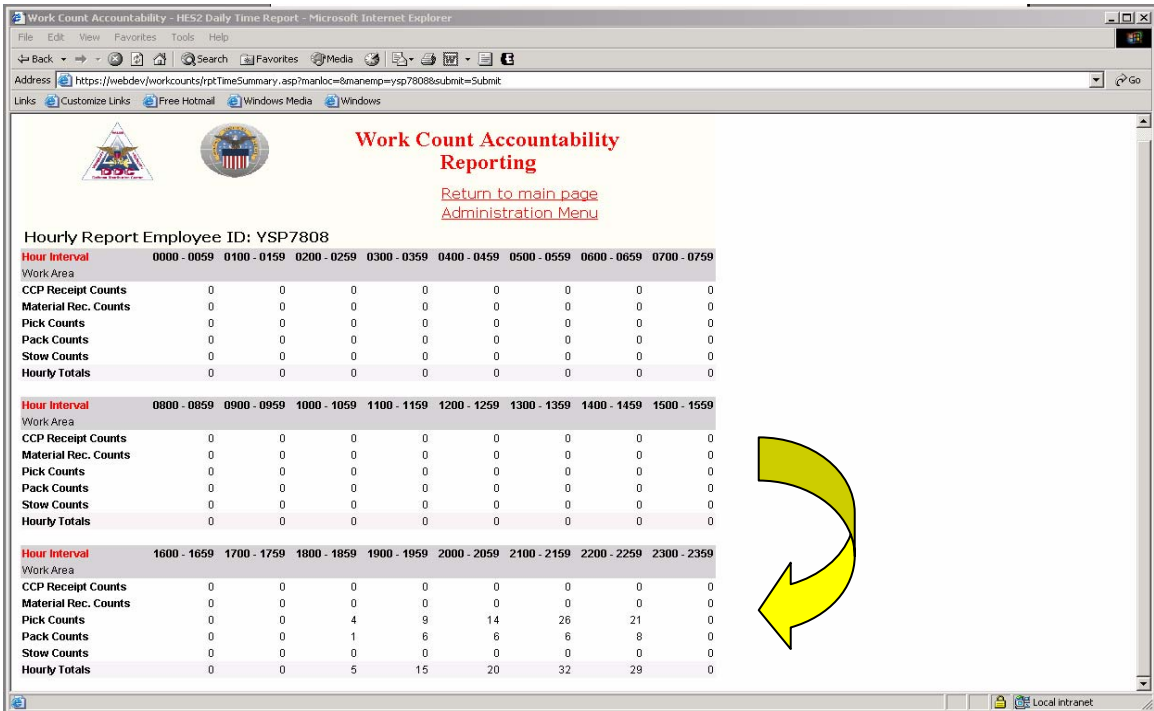


Figure 9: Query Results

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Work Count Accountability - HES2 Daily Time Report - Microsoft Internet Explorer provided by DDC

Address: https://ddcnet.ddc.dla.mil/workcounts/rptTimeSummary.asp?manloc=D&manemp=&submit=Submit

Links: Customize Links, Free Hotmail, Windows, Best of the Web, Channel Guide, Internet Explorer News, Internet Start

### Hourly Report Warehouse Location: D

Hour Interval	0000 - 0059	0100 - 0159	0200 - 0259	0300 - 0359	0400 - 0459	0500 - 0559	0600 - 0659	0700 - 0759
Work Area								
CCP Receipt Counts	0	0	0	0	0	0	0	0
Material Rec. Counts	0	0	0	0	0	0	0	0
Pick Counts	678	271	650	637	586	357	889	2457
Pack Counts	921	321	907	650	580	389	560	1303
Stow Counts	38	12	45	15	23	54	68	75
Hourly Totals	1637	604	1602	1302	1189	800	1517	3835

Hour Interval	0800 - 0859	0900 - 0959	1000 - 1059	1100 - 1159	1200 - 1259	1300 - 1359	1400 - 1459	1500 - 1559
Work Area								
CCP Receipt Counts	0	0	0	0	0	0	0	0
Material Rec. Counts	0	0	0	0	0	0	0	0
Pick Counts	2184	1543	1579	630	1485	668	864	670
Pack Counts	1509	1115	1489	792	1456	649	1136	903
Stow Counts	56	66	98	60	109	94	86	84
Hourly Totals	3749	2724	3166	1482	3050	1411	2086	1857

Hour Interval	1600 - 1659	1700 - 1759	1800 - 1859	1900 - 1959	2000 - 2059	2100 - 2159	2200 - 2259	2300 - 2359
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## Warehouse Location Reporting

Warehouse Location Reporting is the same as User Aggregate Reporting except part or all of a warehouse location is entered and only aggregate counts are displayed. Summary and details are not available for Warehouse locations.

## Reporting by Organization Code

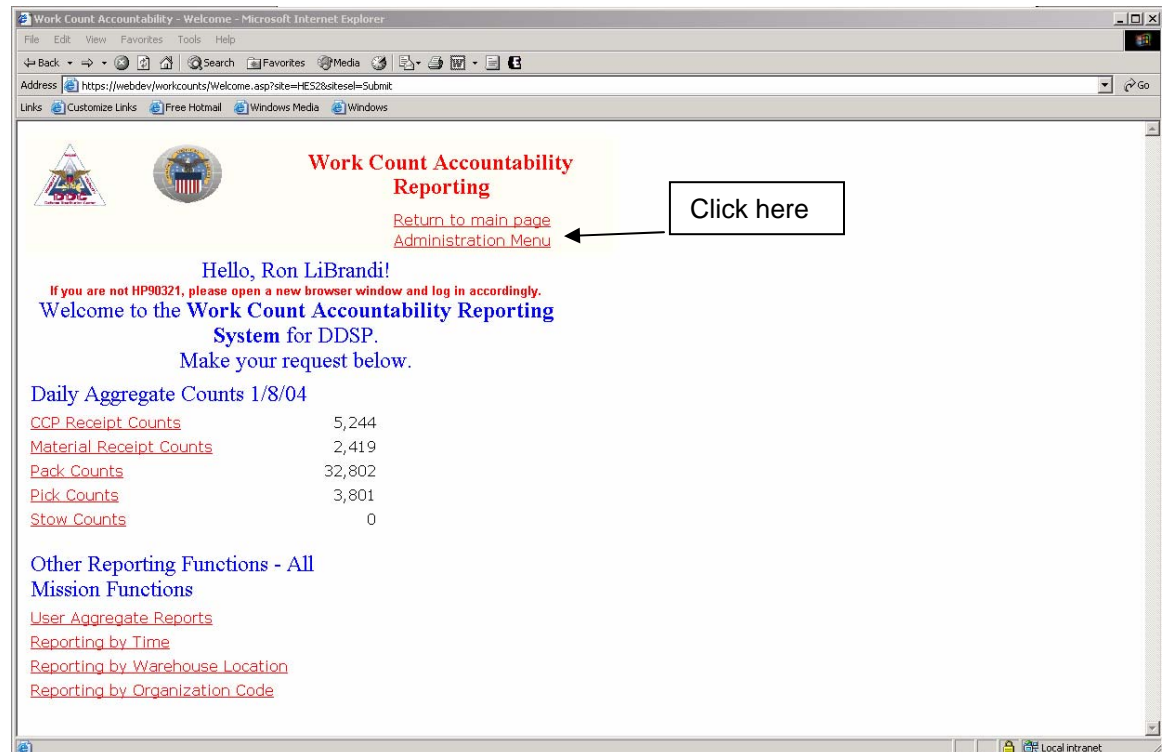
There are no Organization Code reports available in this release. These will be forthcoming in a future release.

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DSS Work Counts Accountability Reporting System  
Site User Manual  
Additional Functions for Administrators**

Administrators can perform any of the reporting functions. In addition, administrators can add/edit/delete system users.

**Adding a system user**

Select Administration Menu on any screen – Figure 10



You will have two options – Add User or Edit User

Selecting Add User presents a screen for new user data entry – Figure 11

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Workcount's Accountability Reporting - User Administration - Microsoft Internet Explorer

Address: <https://webdev/workcounts/NewUser.asp>

Links: [Customize Links](#) [Free Hotmail](#) [Windows Media](#) [Windows](#)

**Work Count Accountability Reporting**

[Return to main page](#)  
[Administration Menu](#)

**Add New System User**

User ID:

First Name:

Last Name:

Site:

Security Level:

Done Local intranet

- User ID is the employee's DDC domain ID or "Y Number" (YY12345)
- First Name – Employee's first name
- Last Name – Employee's last name
- Site – Employee's work site
- Security Level – Select security level from the list
  - Site User – view summary data only
  - Location Manager - View Work Count data for specific warehouse location.
  - Site Manager - View Work Count data for entire distribution center.
  - Site Administrator - Add/edit/delete Work Count users in entire distribution center.
  - System Administrator - View Work Count data for all distribution centers.